



FINELINE

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Brandon Payne Photography

Be Careful When Paying Board Members



Over the last year we have become aware of cases where an individual was prosecuted for accepting reimbursements from both their local government employer and from the State for time and/or mileage for attending a board meeting. Board members should only be reimbursed from one government for attending a board meeting, either the State or the other government, but not both. This applies to board members who work for other governmental entities such as counties, cities, towns, school districts, special service districts, or higher education.

If the other governmental entity is paying the board member for the time that they are in the meeting or if they are reimbursing them for travel costs related to the meeting, then the state agency should not also pay or reimburse them for the same time or expenses. This would be a serious misuse of public funds and could lead to legal prosecution of the board member. **Note:** *HB45 which passed in the 2009 General Session now clarifies that this applies to employees of any government entity.*

Before you pay any board member a meeting per diem or reimburse them for their travel related expenses, we advise you to certify that your board members are not being paid for their meeting time or their travel expenses by another governmental entity. We recommend that you get this assurance in writing from each board member. That way you will have documentation if any questions arise about their payments.

You may contact Rick Beckstead at 538-3100 or rbeckstead@utah.gov if you have questions.

Budget and Accounting Officers' Meeting — April 2nd

The April Budget and Accounting Officers Meeting will be held on Thursday, April 2nd, 2009 at 8:30 a.m. in the State Office Building Auditorium. Accounting personnel that deal with any of the issues listed below should plan on attending this meeting. Any further questions should be directed to Darin Janzen, 537-9081.

The following issues will be addressed:

- 2010 Budgeting Process
- 2009 Legislative Session Update
- Transparency Project
- Internal Controls
- Stimulus Package
- Payroll System Changes
- Reconciliations
- Receivables

Be Careful When
Paying Board Members

Budget and
Accounting Meeting

Help Desk FAQs

Data Warehouse FAQs

Budgeting Classes
Available

Counterfeit Money on
the Rise

Trainers Corner



Help Desk FAQs

by Ken Roner

Q. I sometimes get messages that there are comments on my documents especially my VCC transactions. Is there a way that I can view those comments? Can I create comments myself to send back?

A. Yes, you can view those comments and create new comments when you are in your document. Comments can be very useful when an Approver rejects a document. The comments can explain the reason the document was rejected and what needs to be corrected before resubmitting the document. Comments may also be used by the person entering the document to explain something about the document that wouldn't normally be entered in the accounting line description. Comments stay with the document permanently.

What to do?

Open your document and look to the tabs on the left side of the screen. In the first dark tab after your document information tabs, you will see the tab labeled *Document Comments*. If there are already comments there, you will see a little yellow thumb tack to the right of the document comments. Click on that tab and you will see the document comments. You will see which user sent you the comments and other information. The bottom field labeled *Comment* will contain the information you need to address. Once you determine what is needed, you can click on *Back* in the upper right hand corner and you will be taken back to your document where you can proceed to fix or finish your document.

Usually, VCC documents which have been rejected have comments so you will know why your document was rejected and what you can do to fix it. If you disagree with the reasons given for the document rejection, you can enter a comment. To enter a comment yourself, click on *Document Comments* and then click on *Insert*. Your user ID will appear at the top and you can then fill in the *Subject* and *Comment* fields. When you have finished entering what you want to say, click *Save*. Other users may then view your comments. You will need to revalidate the document and submit it again so that it will go back into the worklist of the person who rejected to begin with.

Data Warehouse FAQs

by Julia Holmes



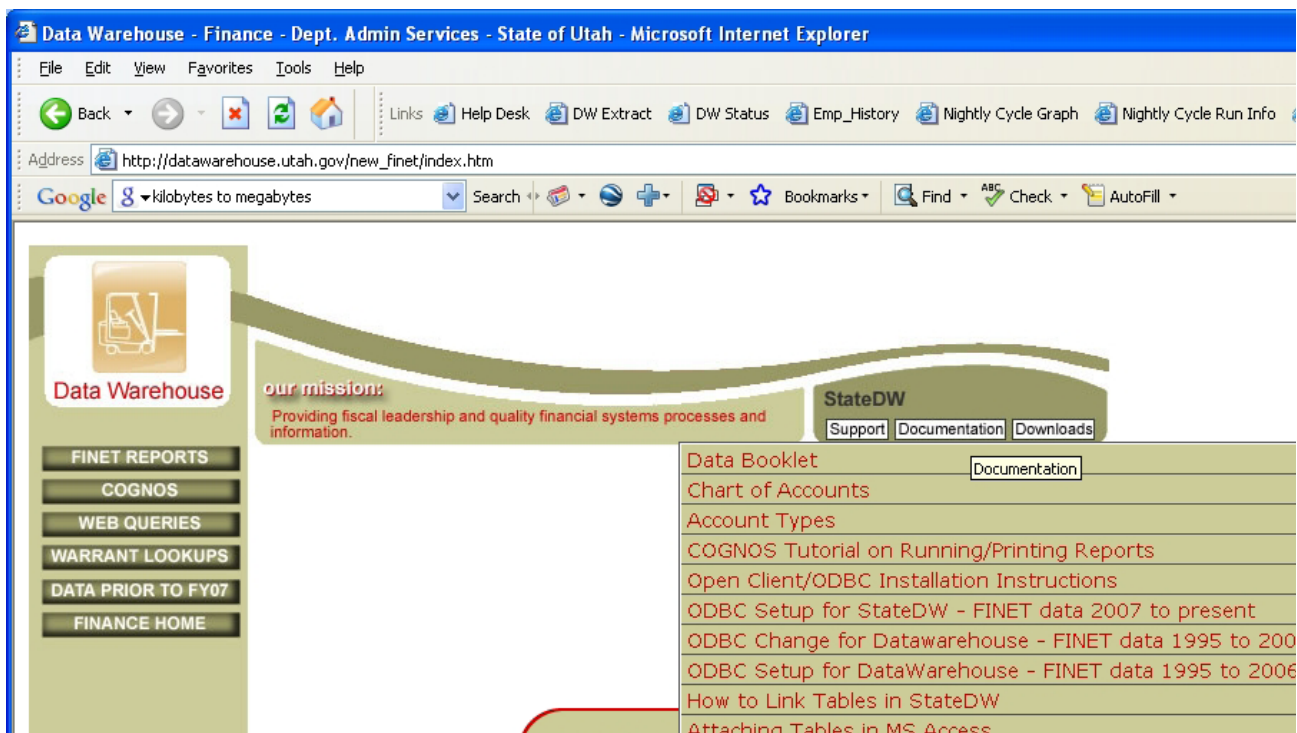
Q. What is the ZDate field on the Accounting_Journal and Labor_Distribution?

A. The ZDATE field does not come from the FINET or Payroll systems. The ZDATE was originally intended to be used by the Data Warehouse team to identify when data was extracted from the source system and to be used if data had to be reloaded.

We don't suggest you use the field as selection criteria for the Accounting_Journal because if a table has to be rebuilt, the ZDATE field for each record will be changed to the date we "rebuilt" the table. As a note, we do not rebuild tables which contain the ZDATE field unless there is no other option.

Using the ZDate field on the Labor_Distribution can be helpful for balancing a specific pay period to the Accounting_Journal postings for that pay period. Please see the article in the August 2008 FineLine which discusses this process. <http://finance.utah.gov/newsletters/documents/fineline/finaug2008.pdf>

Don't forget there is documentation on the StateDW web page (<http://datawarehouse.utah.gov>) available for you to use. On the top, right side of the page are buttons for Support and Documentation. Here you will find a variety of great information ranging from a list of folks you can call with questions, to our data booklet, to instructions on how to attach tables in Access.



Budgeting Classes Available

As the legislative session comes to a conclusion, agencies will be modifying budgets to comply with the new requirements. Are we ready to implement the changes? What is the most effective and least time consuming way to do it? Which documents do you use within FINET?

FINET training can help make the budgeting process easier! The trainers offer a combination of courses to help you feel more comfortable creating and modifying budget documents.

FINET budget training is conducted in two pieces: Online and Instructor led.

Online training lays a foundation for the completion of FINET budget documents. It provides an overview of the set up and modification process for appropriation, expense, and revenue budgets after the initial beginning of the year set-up.

You will learn to process the following FINET documents and interpret their corresponding inquiry pages:

- Appropriations Budget - BGAA
- Expense Budget - BGE44
- Revenue Budget - BGR45

The instructor-led training will build upon the knowledge gained in the online course and provide practical experience completing budgeting transactions. The instructor-led training will provide plenty of opportunity to practice the concepts within in a safe environment. Participants will complete a number of BGAA, BGE44, and BGR45 document exercises in order to gain proficiency.

By the end of the courses you will be able to:

- Set up additional appropriation, expense, and revenue budgets
- Adjust or modify budget entries
- Know when and how to activate, deactivate, or just delete budget documents

To participate in the online training, [click here](#).

To sign up for the instructor-led training, [click here](#).

Counterfeit Money on the Rise

There has been an increase in counterfeit currency being tendered in transactions between the public and State agencies. Our banking institutions have warned that there is an increase in the circulation of counterfeit twenty dollar bills as well as one-hundred dollar bills.



Please notify employees handling cash of the problem as well as steps that may help deter criminals from trying to tender counterfeit currency. One inexpensive method is the use of counterfeit detector pens. These pens can be purchased from several retailers including Office Depot for less than \$4.00 per pen. The Secret Service urges employees who find counterfeit money to retain the currency and to contact their regional office.



C O R N E R

March/April FINET Classes

Requisitions
3/17 – 8 am – 11 am

Internal Transactions
3/17 – 1 pm – 5 pm

Purchase Orders
3/18 – 8 am – noon

Cash Receipts
3/18 – 1 pm – 5 pm

Payables
3/19 – 1 pm – 5 pm

Inventory
3/24 – 8 am – 5 pm

Cash Receipts
4/14 – 8 am – noon

Payables
4/14 – 1 pm – 5 pm

Requisitions
4/15 – 1 pm – 4 pm

Fixed Assets
4/16 – 8 am – noon

Purchase Orders
4/16 – 1 pm – 5 pm

Budgeting
4/21 – 8 am – noon

Receivables
4/22 – 8 am – noon

Internal Transactions
4/22 – 12:30 pm – 5 pm

Inventory
4/23 – 8 am – 5 pm

**FINET Practice
Sessions**

**Mondays
9 am – 11 am**

TO REGISTER:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training link.